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18 October 1949

MEMORANDUM FOR: Chief, I&S Staff
Chief, Special Support Staff
Chief, Administrative Staff

SUBJECT: Inspection and Audit of Covert Property Inventory

1. The implementation of General Order No. 24 (Revised) requires an inventory of covert property which must be taken up on accountability by the Procurement and Supply Division of the Special Support Staff. The Chief, Special Support Staff, is responsible for the accomplishment of this inventory and will issue the necessary instructions and provide the qualified personnel to effect an accurate accounting.

2. It is necessary to afford protection to both the government and to the accountable officers formerly holding this property and the accountable office now assuming responsibility.

3. Accordingly, the Director desires that the Chief, I&S Staff exercise general supervision on behalf of the Director to insure that property procedures and methods are employed and that the inventory is properly made, recorded, and entered on accountability records in accordance with CIA regulations. Questions or points of issue not covered by CIA regulations will be referred to the Executive for decision.

4. Responsible officials will make available to the Chief, I&S Staff, and his designated representatives all records and data necessary to accomplish this mission.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN
Executive

Info cc: AD,OSO
AD,OPC
General Counsel
Communications
Management Officer

cc. Adm. List No-7
Property folder (so
proceeding)

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